

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASACDERO
Standards Compliance (SC)

JOB CLASSIFICATION: Staff Services Analyst (DATA SUPPORT AND PROGRAM EVALUATION ANALYST)

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Under direction of the Standards Compliance Data Manager, the Staff Services Analyst performs a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; compliance and personnel analysis; and do other related work. Work at this level is distinguished by the analytical and evaluative nature of the work.

50%	<p>Key Function Coordinator (Data Support and Program Analyses)</p> <ul style="list-style-type: none">• Under the direction of the Data Manager, supports various hospital programs by data entry, reporting, and analysis to ensure evidence-based, data-driven systems are in place to evaluate the quality of patient treatment or other factors that contribute to hospital operations. Utilize and promote standards of practice for data validation to ensure information is timely, accurate, and complete.• Manage Incident management data pertaining to the hospital's use of restraint, seclusion and 1:1 data for enterprise reporting to internal and external agencies.; Plan and organize hospital-wide assignments, establishing and maintaining timelines and due dates. Communicate across disciplines, executive leaders and various hospital stakeholders.• Data Systems Apprentice: assists the Staff Services Manager I and Data Management staff in gathering, analyzing, validating and promoting the effective presentation of hospital data including production of reports, graphs, charts, developing statistical analysis and executive summaries requested by senior leadership, managers and Department Heads. Will perform long and short-term project management activities as needed.• SC Liaison to various hospital and agency projects: Organize data, present and create new datasets that inform decision-making and program evaluation, including the production and analysis of detailed reports of patient demographic and treatment information. Uses Completed Staff Work model to complete projects.• Serve as Key Function Coordinator: gathers and analyzes data among a wide spectrum of issues, contributing in a committee setting. As a committee member, may serve in writing/editing meeting minutes, setting agendas and tracking assignments. Must be able to successfully manage multiple issues, stakeholders, decisions, prioritize, and accurately communicate disposition to hospital leaders, consistently meeting established timeframes.• Maintain confidentiality in all aspects of sensitive information Acts in accordance with Protected Health Information, Personally Identifiable Information, and HIPAA protections and practices.• Provide routine back-up coverage to any/all data systems supported by the Data Management Office.

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30%	General <ul style="list-style-type: none">• Prepare clear, concise and comprehensive statistical reports and other related administrative reports as assigned. Gather, analyze and prepare data and information for recommendations to the Director of Standards Compliance, Standards Compliance Data Manager, and executive staff.• When assigned as committee participant, perform program evaluation, process planning and development using evaluative methods that include gathering data, organizing results, and making evidence-based recommendations.• Serve as a member of any hospital committee as assigned. Properly utilize knowledge of hospital systems, administrative expertise and available resources to promote the efficient facilitation of committee function and outcomes.
20%	Special Administrative Projects & Miscellaneous <ul style="list-style-type: none">• Varied projects as assigned by the Standards Compliance Data Manager. Participate in the development and review of policies as needed; conduct audits on various hospital issues; fulfill special requests for information; maintain familiarity with all current Standards Compliance activities, emerging issues, and future plans related to Performance Improvement, Quality Assurance, CDPH, and Joint Commission.

SUPERVISION RECEIVED

Standards Compliance Data Manager (Staff Services Manager I)

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

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REQUIRED COMPETENCIES

Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enable to employee to work effectively.

Site Specific Competencies

Knowledge of those systems, structures, and processes specific to the Department of State Hospitals-Atascadero, which impact quality and safety for patients and staff within compliance requirements.

Ability to organize, facilitate meeting, and communicate effectively with managers, executive and direct care staff.

Relationship Security

Maintains professional boundaries with staff and patients when behind security.

Privacy and Security of Protected Health Information

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

Technical Proficiency (Site Specific)

Intermediate computer skills, data analysis, descriptive statistics.

LICENSE OR CERTIFICATION

Not Applicable

TRAINING

Training Category = 6

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS

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The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Staff Services Analyst

Print Name

Date

Staff Services Manager I
SCD Data Manager

Print Name

Date

Mental Health Program Supervisor
Standards Compliance Director

Print Name

Date